LOCAL ARTS AGENCY APPLICATION GUIDELINES – FY2012

The Department of Economic and Community Development (DECD), Connecticut Office of the Arts (COA) and it's Local Arts Agency (LAA) program is designed to strengthen Connecticut's arts infrastructure and help bring high quality cultural services to citizens and communities across the state.

PROGRAM TIMELINE

Application Deadline	Received (not postmarked) by 4:00 p.m. **Monday, November 14, 2011**
Award Notification	December, 2011
Funding Period	January 1, 2012 - December 31, 2012

WHO MAY APPLY

Only recipients of the FY2011 Local Arts Agency (LAA) program or those who have recently completed the Regional Cultural Assessment Process are eligible for the FY2012 LAA application and only if these organizations continue to meet the following eligibility requirements:

Eligible Applicants:

- Be a private or public arts council, commission, cultural alliance, department of cultural affairs, etc., functioning as a local arts agency for a minimum of two full years prior to the application deadline of November 14, 2011
    - Exceptions may be made for a public, private or emerging LAA that has formally operated for less than two years but which has successfully completed two phases of a cultural assessment project supported by the Connecticut Office of the Arts
- Have obtained tax exempt status under Section 501(c)(3) of the Internal Revenue Code and be incorporated in Connecticut as a private, nonprofit corporation or be a public cultural commission, department of cultural affairs, etc., operating as an agency of municipal government and organized via municipal ordinance or statute
    - Exceptions may be made for a private (non-public) organization without 501(c)(3) IRS status but which is operating as an association, industry cluster, or other consortia through a Connecticut 501(c)(3) nonprofit fiscal agent
- Governed by a board of directors or a formal body that meets regularly to set policy
- Serve a specific Connecticut town, region or territory
- Have completed and filed all required final reports for previously awarded Commission on Culture & Tourism grants.

Ineligible Applicants:

- Agencies that are not operating on a daily basis primarily as a local arts agency
- Units of government not organized as a local arts agency, such as a Department of Parks & Recreation, Public Library, etc.

WHO MAY APPLY CONT'D

- Committees or subdivisions of school systems
- Any state of Connecticut agency or commission
- Any private, for-profit organization
- Entities whose primary place of business is not located in Connecticut
- Organizations that during the same funding period have applied for operating funds to the Connecticut Office of the Arts Organizational Support Program
- Organizations that have an incomplete final report due for any Commission on Culture & Tourism funded grants.

WHAT WE FUND

LAA grant funds may be applied to any aspect of an LAA's operations to provide services, build networks and advance its capacity as a local arts agency.

Eligible expenses include but are not limited to:

- Materials and supplies, including printing
- Related operating costs such as telephone, postage and shipping, marketing, etc.
- Staff hours – increase existing staff, add new staff, hire first time staff. (Funds may be used to pay for employee salaries only, not employee benefits or bonuses)
- Outside professional services, including consulting assistance, workshop presenters, expansion or creation of a database or website, etc.
- Travel costs for staff/volunteers to attend local/regional/national relevant industry conferences, workshops, clinics, etc.
- Office technologies including hardware, software, professional installation, staff training, etc. (Funding may not be used for capital improvements or non-technology hardware, i.e. desks, chairs, etc., or for electrical contracting, interior modifications or renovation, etc.)

Ineligible Expenses include:

- Capital costs, facility construction, large equipment purchases
- Hospitality expenses such as food and beverages
- Scholarships
- Interest expenses paid on loans or payments to reduce or eliminate deficits
- Legal fees
- Direct costs related to fundraising events
- Re-granting
- Lobbying fees

HOW WE FUND

The amount an organization receives will be based on LAA FY11 funding levels in conjunction with an assessment of FY12 applications.

LAA program grant funds must be matched by other cash income received during the grant period and used to support the organization's general operations and activities.

REVIEW PROCESS

LAA applications will be reviewed by COA staff. If an applicant organization has experienced a period of instability or upheaval, COA may require further information or documentation. If COA determines that an applicant has not maintained the standards of quality programming, community involvement, accessibility and organizational health it demonstrated in the FY11 application, it reserves the right to reduce or withhold funding for FY12.

HOW TO APPLY

The deadline for LAA applications is **4:00 pm on Monday, November 14, 2011**. Applications must be **received** (not postmarked) in the Constitution Plaza office of DECD/COA by this date and time. If hand-delivered, applicants must request and retain a receipt from the DECD/COA staff person accepting the application, regardless of delivery date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

All mailed applications shall be sent to:
David Bahlman, Director of Culture
Local Arts Agency Program
Department of Economic and Community Development
Connecticut Office of the Arts
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

When mailing applications, we strongly suggest using express service or 1-day delivery and retaining the receipt. Applicants will be notified of receipt of their application via e-mail within two weeks of the deadline.

GRANTEE RESPONSIBILITIES

You must read the Connecticut Office of the Arts Grant Overview Guidelines, as all guidelines are strictly enforced. Note the following sections:

- Grantee Responsibilities
- Credit and Publicity Responsibilities
- Reporting Requirements
- Gant Cancellations

APPLICATION MATERIALS

The LAA Application consists of the following:

1) Application Form
2) Narrative
3) Towns/Regions Served
4) Staff List
5) Board of Directors
6) Financial Summary Form
7) Financial Statement
8) National Standard for Arts Information Exchange Data Collection Form

1) APPLICATION FORM

Includes organizational contact information, summary information and application checklist. This form must be signed by an authorized official.

2) NARRATIVE

Respond to the following in a narrative of at least one full page and no more than **two pages**. The narrative must be prepared in an easily readable font no smaller than 11 point, margins of no less than ¾" on all sides, and include the organization name at the top of each page. Use the following headings:

A) **Cultural Leadership**

- Provide an overview of your organization's core services along with non-service programs such as events, arts presentations and festivals.
- Explain the ways in which your local arts agency has been working to develop your town or region economically, culturally, and socially and future plans.
- Describe your organization's current and planned relationship(s) with other Connecticut LAAs and the way(s) in which your organization interfaces with the state's LAA Network and the Connecticut Office of the Arts.

B) **Responsiveness to the Community**

- Explain how your organization stays in touch with constituent needs and provide some key community needs or challenges that your organization is planning to address over the next year?
- Describe specific strategies and/or current outreach efforts intended to build diversity within your organization's leadership, constituent base, programming and general relationships.
- Describe efforts to market your organization and its services and programs.

C) **Management & Organizational Health**

- Briefly summarize key goals and objectives of your organization's planning process along with evaluation methods you use or plan to use.
- Describe the strengths, assets or practices that give your organization the capacity to effectively manage its programs and services. Include information on board involvement.
- Describe your organization's financial condition and cite measures you have, or plan to take, to strengthen its financial stability. Describe any past or planned efforts to obtain new and/or to diversify sources of funding.

3) **TOWNS / REGIONS SERVED**

On no more than one page, list specific towns or (regional) towns served (Give town names & provide descriptive information: population, demographics, median incomes, etc.)

4) **STAFF INFORMATION**

On no more than **one page**, provide a list of current (paid) staff, their corresponding job title and number of hours per week. Volunteer staff/responsibilities should be listed only if there are no paid staff, and indicate as such.

5) **BOARD OF DIRECTORS**

On no more than **two pages**, provide a current list of your board of directors and indicate the maximum number of Board Members as stated in your by laws and the current number serving. Provide a list of the organization's current board members in the following format:

Member Name
Employer/Occupation (or professional affiliation)
Board Position (officer and title or member at large)
Email address (officers only)
Number of years on board

6) **FINANCIAL SUMMARY FORM**

To ensure consistency among applicants when reporting budget information, DECD/COA requires the use of the Financial Summary form provided. Eligible revenue and support figures are derived from your organization's **operating budget** and are usually unrestricted funds. Restricted funds are generally not allowable, with two exceptions: 1) Funds that have been designated for a specific arts program or other operating purpose; and 2) Restricted funds that are transferred to an unrestricted operating fund, such as interest on investments or endowments.

The following should **not** be included when reporting income:

- Restricted revenues and support used for non-operating purposes
- Revenue, support and transfers into the unrestricted fund for debt repayment
- Revenues and support recognized for donated services and materials and barter transactions (a.k.a. in-kind). A comparable dollar value for any of these items is not acceptable in this program's financial reporting.
- Transfers into the unrestricted fund for non-operating purposes (i.e. for capital expenditures or endowments)

The financial summary form summarizes the organization's operating budget for fiscal years ending in the years specified. As outlined above, report unrestricted cash operating income and expenses only. The figures you report on the form should match the totals reported on the income and expense forms.

Current LAA grantees may wish to refer to summaries submitted with previous interim applications to maintain consistent reporting. It is critical that the operating income figures be accurate and verifiable.

Be sure to indicate whether your organization has an endowment (or cash reserves) and if it is carrying debt. When not applicable, enter $0. Also explain reasons for large budget fluctuations from year to year, and your debt reduction plan, if applicable.

The information on this form **must** be verified (i.e., signed) by an outside accountant or the organization's chief financial officer, defined as the board treasurer or the highest level staff person in the organization (other than the director) responsible for budget/fiscal matters.

7) **FINANCIAL STATEMENT**

Submit appropriate detailed financial statement according to the descriptions below. Do not submit an IRS 990 form in lieu of a financial statement.

Organizations with operating budgets of $500,000 or greater:

- Submit **one copy** of organization's **FY10** audited financial statement.

Organizations with operating budgets less than $500,000:

- Submit **one copy** of organization's **FY10** Statement of Activities (Income Statement) and Statement of Financial Condition (Balance Sheet), either audited OR verified (signed and dated on the first page) by the organization's chief financial officer. (Note: The balance sheet outlining the organization's current assets and liabilities, is a required component of financial statement.)

8) **NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE DATA COLLECTION FORM**

Submit **one copy** of this 3-page form. The information is collected for the National Endowment for the Arts and is used nationally to track states' grantmaking activities.

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.

The Local Arts Agency (LAA) application **forms** are available at www.cultureandtourism.org on the LAA program page. Forms are "fillable" PDF files that you can save to your computer and print.

Questions regarding the Local Arts Agency application process may be addressed to John Cusano at **860-256-2723** or by email at john.cusano@ct.gov.

* * * * *

Department of Economic and Community Development (DECD)
Connecticut Office of the Arts (COA)
One Constitution Plaza, 2nd Floor
Hartford, Connecticut 06103
Main Telephone: 860-256-2800
Web Site: www.cultureandtourism.org
Application drop-off: Monday - Friday, 9:00 a.m. - 4:00 p.m.